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**Facilities Planning & Safety Unit**

Site Inspection Check List for:

**Imaging Facilities - OAR 333-535-0100**

PR# \_\_\_\_\_ Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

Provider: \_\_\_\_\_

Project: \_\_\_\_\_

Address: \_\_\_\_\_

Present at Site Inspection:

\_\_\_\_\_

Intended Occupancy Date: \_\_\_\_\_

Required **PRIOR** to Approved Inspection:

RECEIVED?

YES NO NA

Certificate of Occupancy (CO) from governing jurisdiction

MEP Close-Out verification (if required)

**SITE INSPECTION:**

**INTERIOR = Verify that the facility has installed:**

**OVERALL:**

YES NO NA

All imaging facilities and radiation producing equipment installations must comply with Department of Human Services, Public Health Division, Regulations for Control of Radiation, OAR chapter 333, division 100-123, and be licensed by Radiation Protection Services of the Division. 333-535-0100 (2)

- Where protected alcoves with view windows are required, a minimum of 1 foot 6 inches between the view window and the outside partition edge shall be provided. 333-535-0100 (2)(a)

**SUPPORT SPACES:**

YES NO NA

- Patient waiting areas, shall provide seating capacity in accordance with the functional program. 333-535-0100 (10)(a)
- Control desk and reception area 333-535-0100 (10) (b)
- Patient holding area, under staff control, designed to accommodate in-patients on stretchers or beds and outpatients, that is not in the path of traffic. This area may be shared with the dose administration area and patient waiting areas provided there is visual privacy between the areas 333-535-0100 (10)(c)
- Patient dressing rooms with convenient access to waiting areas and procedure rooms shall include a seat or bench, a mirror, and provisions for handing patients clothing and securing valuables 333-535-0100 (10)(e)
- Access to staff toilet, lounge and locker facilities which shall be within or closely available to the department 333-535-0100 (10)(f)
- Film storage facilities for active and inactive files under departmental administrative control shall be provided to properly secure and protect film against loss or damage. This storage is permitted to be off site. 333-535-0100 (10)(g)
- Storage for unexposed film 333-535-0100 (10)(h)
- Contrast media preparation area with sink, counter, and storage to allow missing of contrast media. Where prepared media is used, this area may be omitted and storage shall be provided for the prepared media 333-535-010 (10)(i)
- A darkroom shall be provided for film processing unless the processing equipment does not require a darkroom for loading and transfer 333-535-0100 (10)(j)
- If automatic film processors are used, a receptacle of adequate size with hot and cold water for cleaning processor racks shall be provided 333-535-0100 (10)(k)
- An area or room for immediate viewing of film after processing shall be provided unless other viewing facilities are immediately available 333-535-0100 (10)(l)

- Housekeeping facilities, including a service sink or floor receptacle and storage for cleaning equipment and supplies 333-535-0100 (10)(m)
- A hand-washing station shall be provided in each procedure room unless it is used only for routine diagnostic screening such as for chest X-rays and where the patient is not physically handled by staff. A hand-washing station shall be provided convenient to MRI, CT, and ultrasound rooms, but it need not be within the room.  
333-535-0100 (10)(n)
- Provisions shall be made for a storage of clean supplies and linens (See OAR 333-535-00260 for clean storage details and definitions)  
333-535-0100 (10)(o)
- Provisions shall be made for a separate holding area for soiled materials, linens, and trash. Hand-washing facilities shall be closely available. If cleaning and disinfecting of equipment occurs within the imaging department, a counter, sink, hand,-wash station and exhaust ventilation shall be provided (See OAR 333-535-0260 for clean storage details and definitions.) 333-535-0100 (10)(p)
- Provisions shall be made for locked storage of medications and drugs when the program includes their use 333-535-0100 (10)(q)
- When the functional program requires a centralized computer area, it shall be a separate room with access terminals available within the imaging rooms.  
333-535-0100 (10)(r)

## ANGIOGRAPHY:

YES NO NA

- Procedure rooms shall be a minimum of 400 SF in size exclusive of fixed cabinets and built-in shelves 333-535-0100 (3)(a)
- A control room shall be provided to house associated staff and equipment. A view window shall be provided to permit full view of the patient.  
333-535-0100 (3)(b)
- Area for image reading 333-535-0100 (3)(c)

- A scrub sink, as referenced in OAR 333-535-0260, located outside the staff entry to the procedure room shall be provided for staff use.  
333-535-0100 (3)(d)
- Facilities shall be available for patients waiting on stretchers that are out of the line of traffic 333-535-0100 (3)(e)
- Storage for equipment 333-535-0100 (3)(f)
- Facilities shall be available within the facility for extended post-procedure observation of outpatients 333-535-0100 (3)(g)

## CARDIAC CATHETERIZATION LAB:

YES NO NA

Facilities for cardiac catheterization may be combined with the imaging department or be part of the surgery suite. If provided, cardiac catheterization lab facilities shall meet the rules for angiography rooms under the section (3) above. The following additional requirement shall be provided:

- A separate scheduling and staff work space, Cardiologist's office, and staff toilet shall be provided when the facilities are located outside other imaging suite  
333-535-0100 (4)(a)
- There shall be access to a clean assembly/workroom with Hi-vacuum or gravity steam sterilizers and sterilization equipment to accommodate heat sensitive equipment.  
333-535-0100 (4)(b)
- If electrophysiology labs are also provided in accordance with the approved functional program, these labs may be located within the catheterization suite or located in a separate functional area proximate to the cardiac care unit  
333-535-0100 (4)(c)
- For cardiac catheterization labs combined with Surgery refer to 333-535-0110 to be used in conjunction with this section. 333-535-0100 (4)(d)

## COMPUTERIZED TOMOGRAPHY (CT) SCANNING:

YES NO NA

- Procedure rooms shall be configured to accommodate equipment in accordance with the equipment manufacturers' recommendations  
333-535-0100 (5)(a)
- When required by the functional program, control room(s) shall be located to allow for film processing and designed to accommodate the computer and other controls for the equipment. When viewing of patients is required, a window shall be provided to permit full view of the patient 333-535-0100 (5)(b)
- A conveniently available patient toilet 333-535-0100 (5)(c)

### **DIAGNOSTIC X-RAY (RADIOGRAPHY):**

**YES NO NA**

- Radiography room(s), sized to accommodate the functional program  
333-535-0100 (6)(a)
- Each X-ray room shall include a shielded control alcove designed to provide a full view of the patient when the table is in the tilt position or the chest X-ray is being utilized. For mammography machines with built-in shielding of the operator, the alcove may be omitted when approved by the Department of Human Services, Public Health Division, Radiation Protection Services 333-535-0100 (6)(b)
- Rooms primarily utilized for fluoroscopy shall have direct access to a toilet room  
333-535-0100 (6)(c)

### **MAGNETIC RESONANCE IMAGING (MRI):**

**YES NO NA**

- MRI procedure room(s) to accommodate the functional program and meet equipment manufacturers' recommendations 333-535-0100 (7)(a)
- Secure storage for patient belongings 333-535-0100 (7)(b)
- A control room with full view of the MRI 333-535-0100 (7)(c)
- A computer room as needed to support the specific equipment installation  
333-535-0100 (7)(d)

- Cryogen storage when service to replenish supplies is not otherwise available  
333-535-0100 (7)(e)
- Power conditioning and voltage regulation equipment as well as direct current (DC)  
when required by the equipment manufacturer  
333-535-0100 (7)(f)
- Magnetic shielding and radio frequency shielding when required by the equipment  
manufacturer 333-535-0100 (7)(g)
- Patient holding area convenient to the MRI unit and large enough to accommodate  
stretchers 333-535-0100 (7)(h)
- Venting of cryogen exhaust to the outside 333-535-0100 (7)(i)
- Signage shall be provided for the purpose of limiting ferrous material  
333-535-0100 (7)(j)

## ULTRASOUND:

YES NO NA

The following shall be provided:

- Procedure room(s) meeting equipment manufacturers' minimum room size and  
configuration recommendations 333-535-0100 (8)(a)
- A patient toilet room shall be accessible to every 3 procedure rooms without traveling  
through public areas. 333-535-0100 (8)(b)

## NUCLEAR MEDICINE:

YES NO NA

- Patient toilet room with hand-washing station shall be provided and reserved for  
nuclear medicine patients convenient to waiting and procedure rooms and directly  
accessible from each fluoroscopy room  
333-535-0100 (10)(d)
- Patient holding areas capable of accommodating a minimum of 2 stretchers  
333-535-0100 (9)(d)(A)(iii)
- Space shall be adequate to permit entry of stretchers and beds and able to  
accommodate imaging equipment, electronic consoles, and if present, computer  
terminals 333-535-0100 (9)(a)

Hand-washing stations provided within each procedure room  
333-535-0100 (9)(b)

Dose administration area(s) as specified by the functional program shall be provided near the preparation area. The area shall provide for visual privacy from other areas due to long periods of dose effects, as well as features for comfortable seating, varied lighting, and entertainment  
333-535-0100 (9)(c)

Position emission tomography (PET) when provided, in addition to the nuclear medicine requirements, PET facilities shall be in accordance with the functional program, including the following: 333-535-0100 (9)(d)

Laboratory and equipment space shall be provided as follows:

Scanner room should be not less than 300 SF and space for the cyclotron room should be not less than 225 SF with 16 SF of space safe for storage of parts that may require cool-down periods of one year or more. 333-535-0100 (9)(d)(A)(i)

Both hot (radioactive) labs and cold labs, each requiring a minimum of 250 SF. Flood labs having a minimum of 80 SF 333-535-0100 (9)(d)(A)(ii)

Gas storage areas large enough to accommodate sufficient bottles of gas piped individually to the cyclotron or the lab 333-535-0100 (9)(d)(A)(iv)

Construction requirements capable of providing protection from the high radiation generated from the cyclotron shall be provided  
333-535-0100 (9)(d)(B)

Ventilation adequate for the occupancy shall be provided as follows:

Compressed air, or equivalent, shall be provided to pressurize a water circulation system 333-535-0100 (9)(d)(C)(i)

Special ventilation systems together with monitors, sensors, and alarm systems shall be provided to vent gases and chemicals  
333-535-0100 (9)(d)(C)(ii)

Regarding heating, ventilating, and air-conditioning systems, the highest pressure shall be in the coldest (radiation) areas and the exhaust shall be in the hottest (radiation) areas. 333-535-0100 (9)(d)(D)